

ATTORNEY REVIEW

***Include completed attorney consultation
forms, memos and/or e-mails***

Approval Certificate or Initial Application

In a rescinding approval case, include a copy of all approval certificates issued (current and superseded), with the most recent on top, in this section. Be sure to include the most recent certificate, and that it reflects accurately the current capacity, restrictions, etc. In an application denial case, place the initial application form (RFA 01-A) here.

Denials, Exclusions, Appeals

*Place all denial letters, exclusion orders,
and any appeals in this section*

LIS Printouts

Include new LIS printouts for all licenses of the Resource Family and for all associations of any person against whom administrative action is sought. Include any potentially relevant earlier LIS printouts found in the Resource Family file.

Visit Reports

*Place all visit reports (complaint reports, annual, case management, etc.) here. Put the most relevant reports on top, or put them in the first Visit Reports section and put the less relevant reports in a second Visit Reports section. **Put confidential documents** (e.g., complaints, Confidential Names Lists, confidential Detail Supportive Information sheets, Investigation reports, etc.) **together with the associated public documents.***

(Alternative Form of Organization) All Documents on Particular Violation

In some cases—for instance, those in which one or more complaint investigations and/or outside agency investigations are the sole or primary basis for the Statement of Facts—the best form of organization is to place all documents relating to the same violation (or simultaneous set of violations) together. This includes both RFA and other agency documents relating to the same violation(s). Put the documents in reverse chronological order. Use separate sections for each violation or set of violations that is a major basis for the Statement of Facts

Incident Reports

Include only relevant incident reports

Other Agency Reports & Documents

If the alternative form of organization is not used, put reports and other documents from law enforcement, protective and placement services, foster family agencies, Regional Centers, or other agencies here.

Medical, Financial or Other Records

*If the alternative form of organization is not
used, put relevant medical or other records
here*

Photographs, Diagrams or Other Depictions

If the alternative form of organization is not used, put relevant photographs or other depictions here.

Correspondence/ Media Reports

Put correspondence (between Resource Family and County), letters supporting the Resource Family, inquiries from elected officials, etc.) in this section if they are not included in a previous section. Also put any news clippings, Internet news reports or other media coverage information here.

Application and Other Pre-approval Documents

For approved families, place any applications (and supporting materials) here. Also use this section for any other pre-approval materials that were not included elsewhere.

Other

*Create additional sections when necessary
or desirable in a particular case.*